

**MASON COUNTY BUILDINGS, PLANNING, DRAINS, & AIRPORT COMMITTEE**

**Meeting will be at the conference room at the Mason County Airport Terminal**

April 2, 2024

9:00 AM

**A. Roll Call**

**B. Approval of the Agenda**

**C. Approval of the Minutes**

**D. Reading of Correspondence**

**E. Limited Public Comments**

**F. Committee Work**

1. Consideration of the plan layout revisions for the Mason County Courthouse reconstruction project
2. Consideration of the 2023 Airport Annual Report
3. Consideration of MDOT Automated Observation Station (AWOS) Upgrade update
4. Consideration of a request related to the Johnson Road ORV access point the County Airport property
5. Consideration of a request from the Junk Authority Board for a fulltime position for ordinance
6. Consideration of a PA 116 Application
7. Consideration of a resolution recommended by the Michigan Association of Counties
8. Update on the Material Management Plan discussion with surrounding county administrators

**G. Limited Public Comments**

**H. Any other business**

**I. Adjournment**

**Mason County Buildings, Planning, Drains, & Airport Committee Meeting  
February 26, 2024**

Commissioner Hull called the Buildings, Planning, Drains & Airport Committee Meeting to order at 2:00 p.m. in the conference room of the Mason County Airport, 5300 W. US Hwy. 10, Ludington, Michigan 49431. Members Present: Hull, Andersen and Krieger. Absent: None. Others present: Administrator Knizacky, Deputy Administrator Szczypka, Airport Manager O'Connor, and Clerk Kelly. Members of public: Steve Begnoche and Marcia Hanson.

Motion by Andersen and seconded by Krieger to approve the agenda. Motion carried.

Motion by Krieger and seconded by Andersen to approve the minutes of January 23, 2024. Motion carried.

**Correspondence:** None.

**Limited Public Comments:** None.

**Consideration of a request to name streets on the Fairgrounds:** Marcia Hanson presented to review the request to place road signs at the Fairgrounds citing a need in the event of an emergency and also for deliveries. Motion by Krieger and seconded by Andersen to approve the request to name streets at the Fairgrounds. Motion carried.

**Consideration of a request to apply for a Department of Natural Resources grant:** Steve Begnoche, Parks Chair, presented to review the Parks request to submit a new grant application for the Mason County Campground. Noted was that they would be short on match funding, and they are requesting to have the County advance the Parks a loan of \$400,000.00 and pay back over 5-6 years. Motion by Andersen and seconded by Krieger to authorize the Parks and Recreation Committee to apply for the grant and to send the Consideration of a request to apply for a Department of Natural Resources Grant to the full Board for consideration. Motion carried.

**Consideration of quotes for the Airport Conference Room Audio:** Airport Manager O'Connor presented a slide show for three audio systems for the Commissioner's room. Discussed was whether or not the HVAC system could be quieted down. No action will be taken until the HVAC system can be investigated further.

**Briefing on MDOT Automated Observation State (AWOS) upgrade:** Airport Manager O'Connor reviewed with the committing the terms and conditions of the AWOS contract. Noted was the 1,000-foot obstruction free radius that needs to be considered with the upgrade.

**Airport Video update:** Airport Manager O'Connor noted that any video surveillance was open to the public for FOIA as the Airport is a Public Airport. However, operationally, he felt there was a need for 2-3 cameras and will present them at a future meeting with more information.

**Consideration of a request to hold the WSCC Academy Mock Trial at the Mason County Courthouse:** Motion by Krieger and seconded by Andersen to approve the request to hold a Mock Trial at the Mason County Courthouse on April 29, 2024, at 5:30 p.m. for the WSCC Academy. Motion carried.

**Consideration of a request to use the Courthouse lawn:** Motion by Andersen and seconded by Krieger to allow the request for National Day of Prayer to use the Courthouse lawn May 2, 2024, from 11 a.m. to 1:30 p.m. Motion carried.

**Consideration of an EGLE Recycling Infrastructure Grant:** Administrator Knizacky noted that an opportunity came up for EGLE Recycling Infrastructure Grant recently. The Board needs to decide how active they want to be in the Materials Management. Discussed was to put the topic on the upcoming March 12, 2024, 9 a.m. Board meeting for further discussion.

**Limited Public Comment:** Marcia Hanson, noted that when the HVAC fans are on in the Conference room, it is very difficult to hear the Commissioners speaking. She was encouraged by the idea of a sound system to aid within the Board Room. Additionally, she inquired if the West Michigan Fair could partner with the security cameras as they feel the need for security at the Fairgrounds as well.

Steve Begnoche, Ludington, agreed with the comments of Ms. Hanson, noting that it was difficult to hear the Commissioners speaking during their meetings.

Also discussed were recycling receptacles being placed within the County and the issues surrounding these.

**Any other business:** BPDA Committee members asked Marcia Hansen, WMFA member, about the status of the Horse Arena Grant and were informed that the WMFA will be declining the grant.

The meeting was adjourned at 3:37 p.m.

  
Cheryl Kelly, Clerk

### **Basement level office renovation revisions:**

As discussed in our meeting held on March. 14<sup>th</sup> plan revisions are as follows:

- As requested we've updated the plans to show the existing inner office wall remaining.
- In keeping the inner office wall, we've reconfigured the cabinets. Further discussion may be needed here.
- We've shown an additional 12" deep counter to the side of the transaction counter.
- The transaction counter has been made deeper (15" ea. side) to help with document signing.
- Post Associates is looking into whether or not the existing transaction window can be cut down and reused.

### **First level new courtroom renovation revisions:**

- As requested we've added a block-off railing separating the public seating. This railing is to match the existing block-off railing at the second level circuit courtroom.
- We've updated the seating where the defendant and plaintiff sit. On site we discussed (3) 6'-0" tables in a "U" shape configuration. Due the addition of the block-off railing, Post Associates has found having (2) 5'-0" tables and (1) 8'-0" table might give persons more maneuverability around said tables.
- We've updated the plans at the auxiliary office to show the removal of two bookcases and the addition of two doors. Trim work around the doors shall matching existing.

### **Second level courtroom renovation revisions:**

- As requested we've proceeded with option 'B-3'
- We've located the Polycom screen in the northeast corner of the room on an articulating wall bracket allowing the television to sit at 45 degrees.
- It was commented that the existing public seating is to remain and additional folding chairs would be provided during jury selection.

### **General items:**

- As requested for the meeting being held on March 26<sup>th</sup>. Post Associates will provide a rough construction cost estimate with a 20% contingency included.



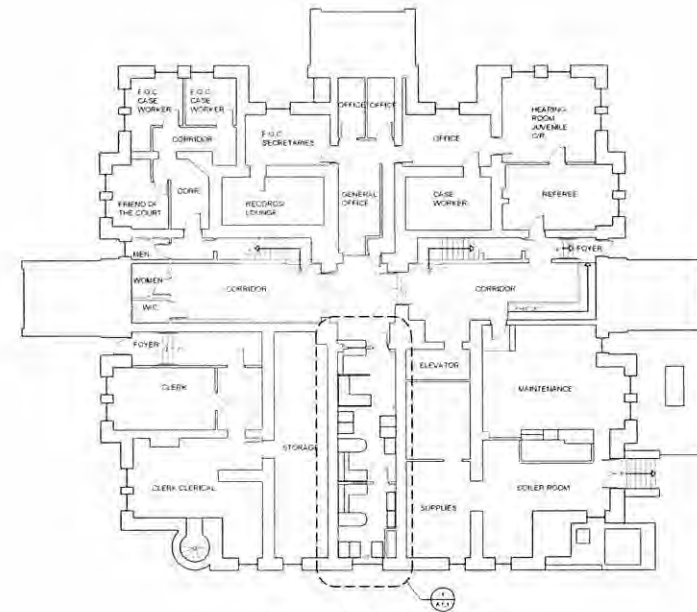


03.20.24	DATE
REVISIONS	

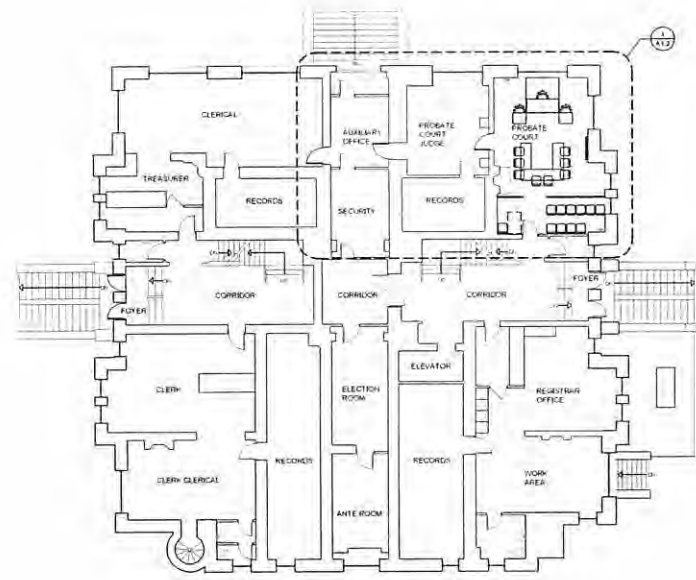
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**24-01**  
sheet no.

**A1.0**

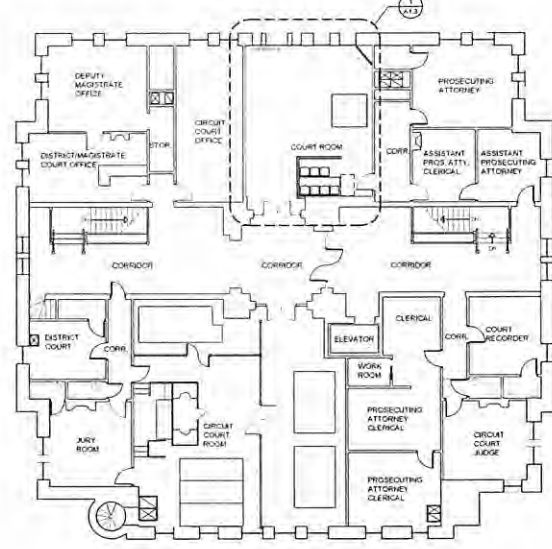
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03.20.2024



**BASEMENT OVERALL PLAN**  
SCALE 3/32" = 1'-0"



**MAIN LEVEL OVERALL PLAN**  
SCALE 3/32" = 1'-0"



**SECOND LEVEL OVERALL PLAN**  
SCALE 3/32" = 1'-0"

# Mason County Courthouse

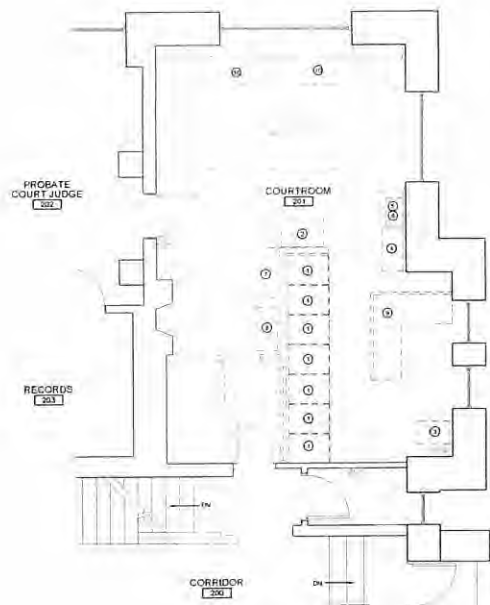
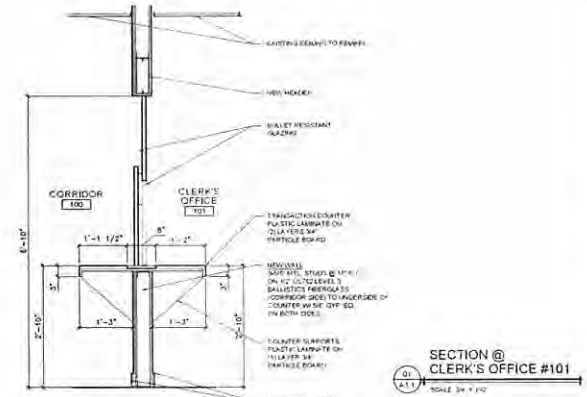
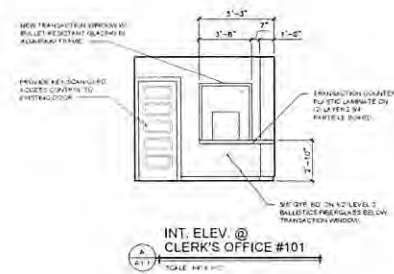
Interior Renovation

304 E. Ludington Ave. | Ludington, MI



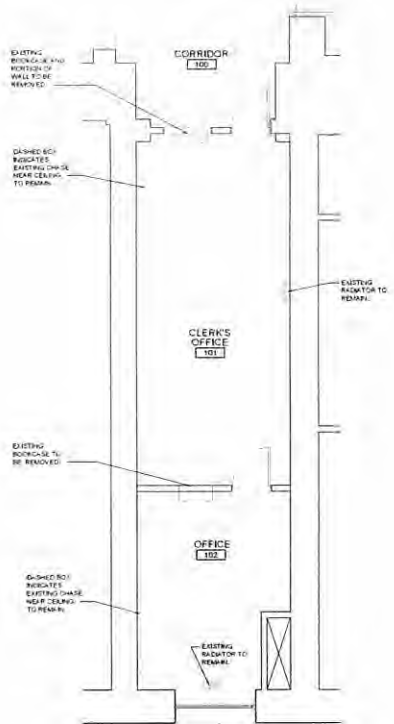
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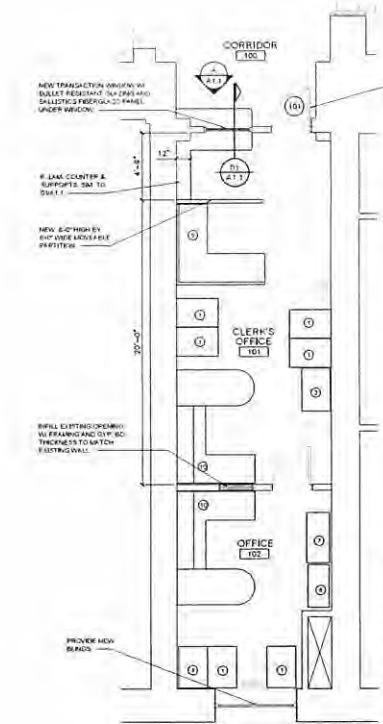


- FURNITURE KEY**
- ① FIRE CABINETS
  - ② CORNER - SHARP MIRROR
  - ③ STEEL MASTER CABINET
  - ④ FLUT TOP CABINET
  - ⑤ VICTOR FILE CABINET
  - ⑥ COLE-STEEL FILE CABINET
  - ⑦ HON CABINET
  - ⑧ ALL-STEEL CABINET
  - ⑨ V-DESK
  - ⑩ V-DESK

MAIN LEVEL COURTROOM  
FURNITURE IDENTIFICATION PLAN  
SCALE: 1/4" = 1'-0"



BASEMENT DEMO PLAN  
SCALE: 1/4" = 1'-0"

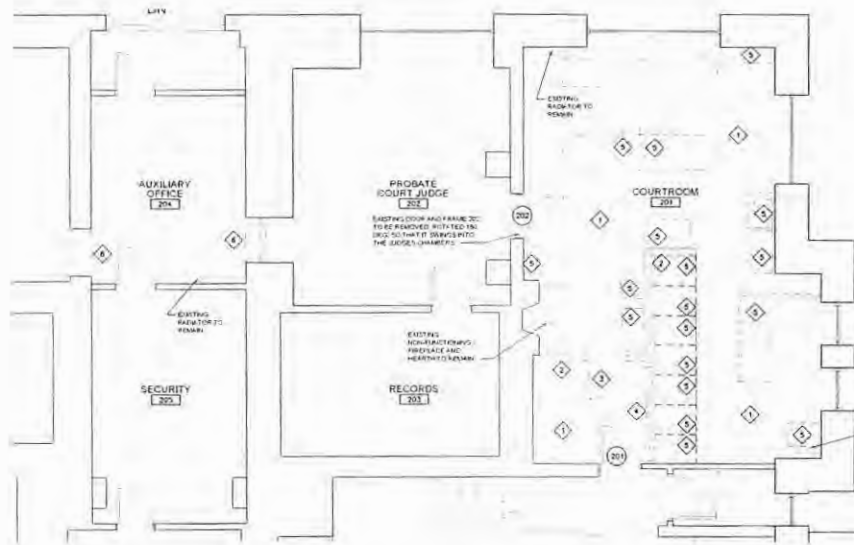


- FURNITURE KEY**
- ① FIRE CABINETS
  - ② CORNER - SHARP MIRROR
  - ③ STEEL MASTER CABINET
  - ④ FLUT TOP CABINET
  - ⑤ VICTOR FILE CABINET
  - ⑥ COLE-STEEL FILE CABINET
  - ⑦ HON CABINET
  - ⑧ ALL-STEEL CABINET
  - ⑨ V-DESK
  - ⑩ V-DESK

BASEMENT FLOOR PLAN  
SCALE: 1/4" = 1'-0"

PRELIMINARY  
03.20.2024

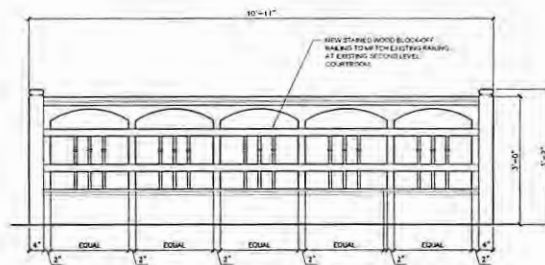




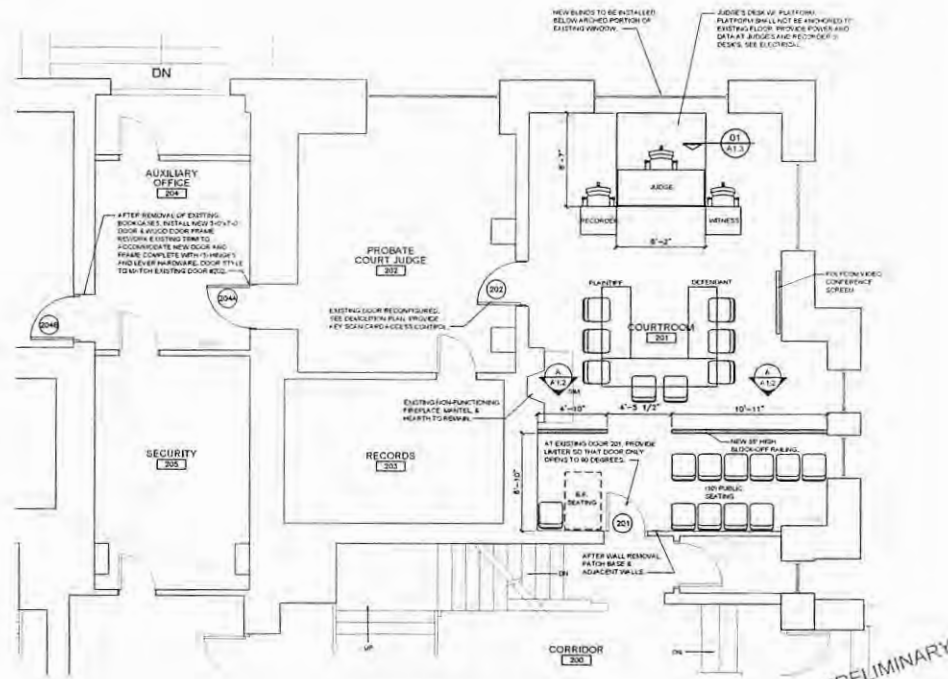
MAIN LEVEL DEMO PLAN  
SCALE: 1/4" = 1'-0"

CONSTRUCTION NOTES

1. REMOVE EXISTING CARPET FLOORING. TAKE CARE TO NOT CHANGE EXISTING WOOD SUB FLOOR FINISHES.
2. REMOVE EXISTING STUD WALL WOOD BULK WOOD CAP & RELATED TRIM. PREP FOR NEW FINISHES. SET WOOD BULK ASIDE FOR POSSIBLE REUSE/RECYCLING.
3. REMOVE EXISTING DOOR & FRAME. PREP FOR NEW FINISHES.
4. REMOVE EXISTING TRANSITION WINDOW. SET ASIDE FOR REUSE AT BASEMENT LEVEL.
5. RELOCATE EXISTING FURNITURE. REFER TO SHEET A-1 FOR FURNITURE INFORMATION.
6. EXISTING ROOMS & PARTITION WALLS TO BE REMOVED. PREP FOR NEW FLOOR.



INT. ELEV. @  
BLOCK-OFF RAILING  
SCALE: 3/4" = 1'-0"



MAIN LEVEL FLOOR PLAN  
SCALE: 1/4" = 1'-0"

PRELIMINARY  
03.20.2024

DATE	DESCRIPTION
03.20.24	REVISED
03.20.24	REVISED

file no.

24-01

sheet no.

A1.2





1244 Fulton St. Ste. 400  
Grand Rapids, Michigan  
616.451.3041  
forstass@3ates.com

# Mason County Courthouse

## Interior Renovation

2304 E Ludington Ave. Ludington, MI

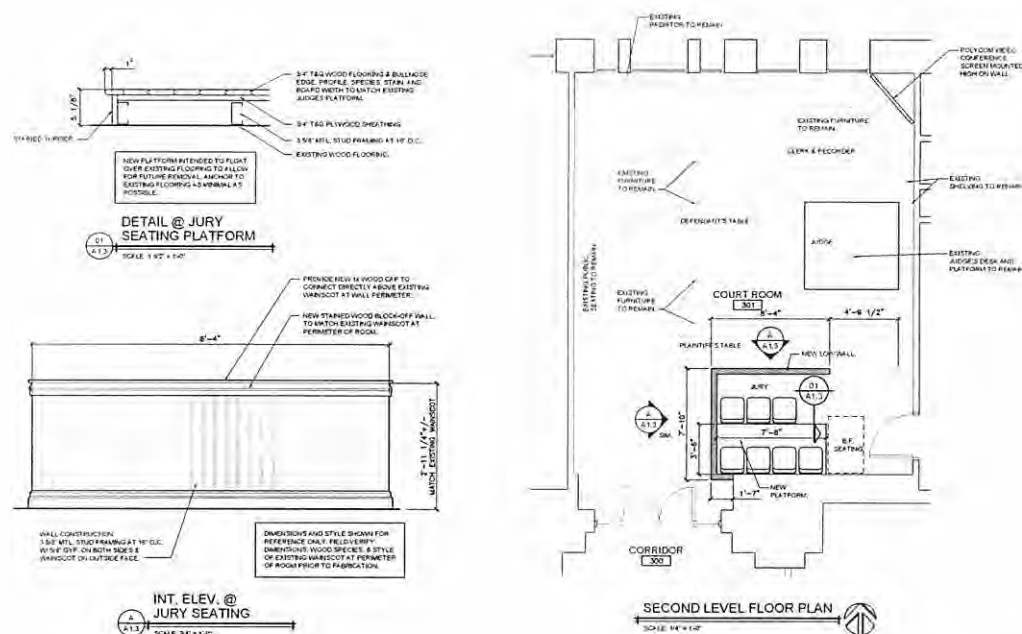
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24-01

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PRELIMINARY  
03.20.2024



## **Knizacky, Fabian**

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**From:** O'Connor, John  
**Sent:** Tuesday, March 19, 2024 8:25 AM  
**To:** Knizacky, Fabian  
**Cc:** Szczypka, Kaitlyn  
**Subject:** March 26th BPDA Meeting Items  
**Attachments:** Mason County Airport 2023 Annual Report.pdf; 20240308\_153706.jpg; 20240308\_153646.jpg; ORV Damage.jpg

Good morning Fabian,

I would like to propose the following items for the March 26<sup>th</sup> BPDA Meeting Agenda:

- 2023 Airport Annual Report (Attached)
- MDOT AWOS Update
- Discussion of Johnson Rd ORV access point to County Airport property (photos attached)

Thank you for the consideration.

*John L. O'Connor, C.M.*  
*Airport Manager*  
*Mason County Airport (KLDM)*  
*Ludington, MI*  
*231-843-2049 (Office)*  
*231-690-2029 (Mobile)*  
*joconnor@masoncounty.net*

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# **Mason County Airport (LDM)**

## **2023 Annual Report**



**John L. O'Connor**

**Airport Manager**

## From the Airport Manager

This past year, Mason County Airport (LDM) experienced a busy year marked by a significant increase in summer traffic over 2022 as well as the completion of the Airport Layout Plan project. Overall, the global aviation industry reached just over 94% of pre-pandemic (2019) passenger miles which was almost 40% over 2022 totals. LDM saw jet traffic operations consistent with 2022 but with a 10.3% increase in fuel revenues. It is encouraging to see General Aviation traffic is forecasted to increase 4.7% over the next five years. With LDM's Airport Capital Improvement Plan (ACIP) set to invest just over \$4 million over the next five years in airfield pavement and navigational aids, the County can expect to continue offering a beautiful facility that draws customers from across the country.

## Significant Events

### *Aircraft Accidents and Incidents*

January 15, 2023

On January 15<sup>th</sup>, a small single piston engine aircraft was attempting to land on runway 19. During the landing the aircraft came down hard on its nose wheel, ultimately resulting in the nose wheel collapsing. The aircraft slide to a stop on the edge of the runway. While there were no injuries to the two occupants, the aircraft did sustain significant damage.



November 26, 2023

On November 26<sup>th</sup>, a single turbine engine aircraft had just departed runway 08 when it entered a steep left turn and crashed into a field just north of the airport. Sadly both passengers on the plane sustained fatal injuries and the aircraft was largely destroyed by fire.



As of this report, the National Transportation Safety Board (NTSB) has not issued a final report indicating a probable cause of the accident.



### ***Special Events***

#### **Plainwell Aviation & STEM Youth Academy**

The Plainwell Aviation & STEM Academy (PASA) held their third aviation youth camp at Mason County Airport June 19<sup>th</sup> – 23<sup>rd</sup>.



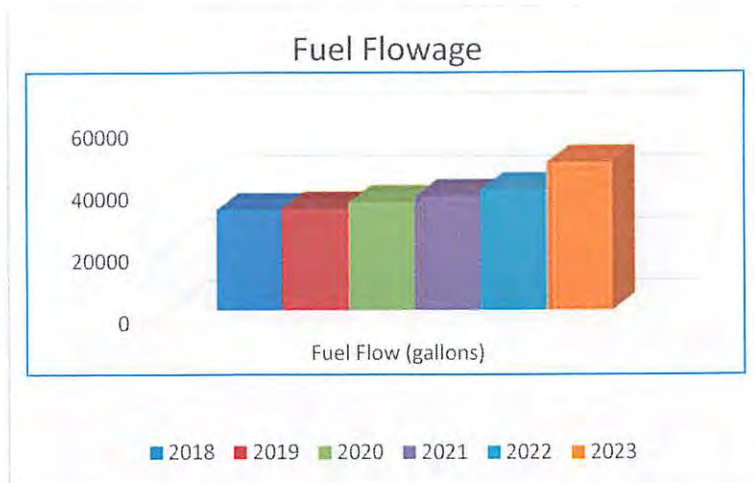
#### **Young Eagles Youth Flights**

On July 8<sup>th</sup> the Mason County Pilots Association (MCPA) EAA Chapter 772 hosted their annual Young Eagles event at LDM.



### **Financials**

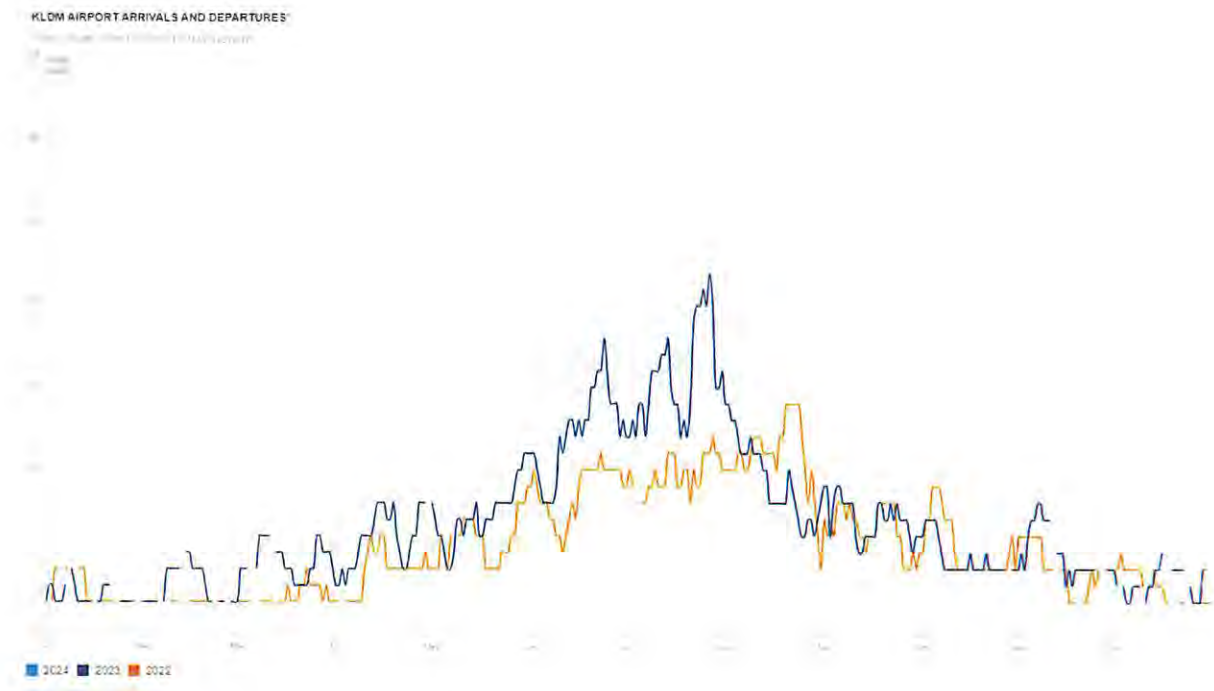
LDM experienced a 22.5% increase from 2022 in the total gallons of fuel sold ending the year at 47,453 gallons dispensed. This increase can be attributed to robust traffic which was spurred by reasonable retail fuel prices. Parking fees totaled \$3,735 with Landing Fees totaling \$18,675. The charts below illustrate the year over year numbers since 2018.



Mason County hangar occupancy remained at capacity . Combined privately owned hangar ground rent and County owned hangar rent totaled \$41,199 for the year.

## Overall Traffic

LDM experienced robust traffic throughout 2023 as illustrated below in dark blue (FlightAware.com).



*Plot of available flight plans to/from LDM (FlightAware.com)*

## Looking Forward

### Mason County Airport Capital Improvement Plan 2024-2028

Year	Project
2024	Rehab Runway 8/26 - Construction Crack Sealing and Marking Runway 8/26 Lighting - Design
2025	Runway 8/26 Lighting - Construction
2026	Rehab Runway 1/19 – Design Recon Runway 1/19 Lighting – Design Recon NAVAID 1/19 Lighting – Design Construct Taxiway B and A5 – Design
2027	Rehab Runway 1/19 – Construction Recon Runway 1/19 Lighting – Construction



	Recon NAVAID 1/19 Lighting – Construction Construct Taxiway B and A5 - Construction
2028	Airport Beacon – Design Airport Beacon – Construction PAPI Runway 1 & 19 – Flight Check

Mason County Airport is slated to conduct a rehabilitation project on runway 8/26 in the spring of 2024. This project will include surface milling of the existing pavement footprint with repaving and marking (solid green highlight below). Additionally there will be earth grading at the west-northwest corner of the runway to mitigate existing terrain obstructions to the runway's Primary Surface (green hashed area below).



The following years will realize significant Federal, State and Local investment in updating the Airport's runway and taxiway geometry to meet current design standards. This will include realignment of taxiways accessing the main apron and Runway 1/19. Included as part of this work will be the rehabilitation of Runway 1/19's surface pavement and LED lighting upgrades for both runways.

These projects represent a significant financial commitment by the FAA, MDOT-Aeronautics and Mason County to the development and upkeep of our beautiful airport. The airport community appreciates the continued support of Mason County and its State and Federal partners to ensure LDM serves as a General Aviation gateway to West Michigan.

**Howe, Annette R.**

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**From:** Knizacky, Fabian  
**Sent:** Friday, March 22, 2024 9:39 AM  
**To:** Howe, Annette R.  
**Subject:** FW: County Parcel south of Airport

**From:** Steve b <sbegnoche@yahoo.com>  
**Sent:** Tuesday, March 5, 2024 7:12 AM  
**To:** David Dister <david.dister@gmail.com>; Knizacky, Fabian <fknizacky@masoncounty.net>  
**Subject:** Re: County Parcel south of Airport

CAUTION: This email originated outside of Mason County's networks. Do not click links, reply or open attachments unless you have verified its authenticity.

Dave, I will share this with Fabian.  
Steve  
Sent from my iPhone

> On Mar 4, 2024, at 6:59 PM, David Dister <[david.dister@gmail.com](mailto:david.dister@gmail.com)> wrote:  
>  
>  
> Hi Steve,  
>  
> Today I visited the small bog on county property south of the airport's east end (west of Johnson Road). No sign of any frogs or rare turtles yet, but the small path through the north edge of the bog had been deepened and recklessly damaged since last summer. As the two turtle species known at the bog are state listed, I wonder if we can have a formal gate (metal probably needed), to keep out vandals as the No Trespassing sign is not sufficient without an access barrier. BTW, I would be willing to donate funds toward that objective.  
>  
> Dave

















# Memorandum

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TO: Mason County Board of Commissioners

FROM: Cayla Sanders

RE: Junk Authority Enforcement Officer

DATE: March 13, 2024

The Junk Authority Board has discussed whether or not a fulltime position for ordinance enforcement and field work would be something to look into. The Board has asked me to reach out to The County to check to see what the possibilities would be since the position is currently shared with the Zoning Office.

Please let me know if you have any questions/comments/concerns.



**MASON COUNTY CLERK'S OFFICE**

304 E. LUDINGTON AVENUE  
LUDINGTON, MI 49431  
231-843-8202

Cheryl Kelly, Clerk  
Lori Holmes, Chief Deputy  
Alesha Miller, Deputy  
Penny Price, Deputy  
Kayla Beaver, Deputy  
Kim Quillan, Deputy

**MEMORANDUM**

TO: BPDA Committee

FROM: Cheryl Kelly, Clerk



DATE: March 4, 2024

SUBJECT: PA 116 Application

Attached is a request for PA 116 for your review.

Jacob A. Zwagerman Trust  
53-013028-016-00  
Application: 24-1

If all items are in order, could you please consider approval?

Thank you for your assistance.



**FARMLAND AND OPEN SPACE  
PRESERVATION PROGRAM**

**Application for Farmland Agreement**

Part 361 of the Natural Resources and Environmental Protection Act, 1994 Act 451 as amended, more commonly known as PA 116.

Please print or type. Attach additional sheets as needed. Please read the Eligibility and Instructions document before filling out this form.

**OFFICIAL USE ONLY**

Local Governing Body: \_\_\_\_\_

Date Received: 3-4-2024

Application No: 2024-1

State: \_\_\_\_\_

Date Received: \_\_\_\_\_

Application No: \_\_\_\_\_

Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_

**ALL APPLICATIONS MUST BE APPROVED BY LOCAL GOVERNING BODY  
ON OR BEFORE NOVEMBER 1 IN ORDER TO BE EFFECTIVE FOR THE CURRENT TAX YEAR**

**I. Personal Information:**

1. Name(s) of Applicant: JACOB A. ZWAGERMAN TRUST

Last

First

Initial

(If more than two see #15)

Last

First

Initial

Marital status of all individual men listed on application, if more than one, indicate status after each name:

☐ Married

☐ Single

2. Mailing Address: 2159 N. MORSE ROAD

FOUNTAIN

MI

49410

Street

City

State

Zip Code

3. Telephone Number: (Area Code) ( ) 231-631-7568

4. Alternative Telephone Number (cell, work, etc.): (Area Code) ( ) \_\_\_\_\_

5. E-mail address: \_\_\_\_\_

**II. Property Location (Can be taken from the Deed/Land Contract)**

6. County: MASON

7. Township, City or Village: Sherman

8. Section No. 28

Town No. 19N

Range No. 16W

**III. Legal Information:**

9. Attach a clear copy of the deed, land contract or memorandum of land contract. (See #14)

10. Attach a clear copy of the most recent tax assessment or tax bill with complete tax description of property.

11. Is there a tax lien against the land described above? ☐ Yes ☒ No

If "Yes", please explain circumstances: \_\_\_\_\_

12. Does the applicant own the mineral rights? ☐ Yes ☒ No

If owned by the applicant, are the mineral rights leased? ☐ Yes ☒ No

Indicate who owns or is leasing rights if other than the applicant: Bruce R. Riffe & Kimberly Riffe

Name the types of mineral(s) involved: All

13. Is land cited in the application subject to a lease agreement (other than for mineral rights) permitting a use for something other than agricultural purposes? ☐ Yes ☒ No If "Yes", indicate to whom, for what purpose and the number of acres involved: \_\_\_\_\_

14. Is land being purchased under land contract ☒ Yes ☐ No: If "Yes", indicate vendor (seller):

Name: ROBERT KNYENBURG

Address: 3828 S. TUTTLE ROAD

CUSTER

MI

49405

Street

City

State

Zip Code

14a. Part 361 of the Natural Resources and Environmental Protection Act, 1994 Act 451 as amended, states that the vendor (seller) must agree to allow the land cited in the application to be enrolled in the program. Please have the land contract sellers sign below. (All sellers must sign).

Land Contract Vendor(s): I, the undersigned, understand and agree to permit the land cited in this application into the Farmland and Open Space Preservation Program.

03-29-2023  
Date

[Signature]  
Signature of Land Contract Vendor(s) (Seller)

15. If the applicant is one of the following, please check the appropriate box and complete the following information (if the applicant is not one of the following – please leave blank):

☐ 2 or more persons having a joint or common interest in the land  
☐ Corporation ☐ Limited Liability Company ☐ Partnership  
☐ Estate ☒ Trust ☐ Association

If applicable, list the following: Individual Names if more than 2 Persons; or President, Vice President, Secretary, Treasurer; or Trustee(s); or Members; or Partners; or Estate Representative(s):

Name: JACOB A. ZWAGERMAN Title: TRUSTEE

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

(Additional names may be attached on a separate sheet.)

IV. Land Eligibility Qualifications: Check one and fill out correct section(s)  
This application is for:

- ☐ a. 40 acres or more → complete only Section 16 (a thru g);  
☒ b. 5 acres or more but less than 40 acres → complete only Sections 16 and 17; or  
☐ c. a specialty farm → complete only Sections 16 and 18.

16. a. Type of agricultural enterprise (e.g. livestock, cash crops, fruit, etc):  
CASH CROP

b. Total number of acres on this farm 35.72

c. Total number of acres being applied for (if different than above): \_\_\_\_\_

d. Acreage in cultivation: 35.72

e. Acreage in cleared, fenced, improved pasture, or harvested grassland: \_\_\_\_\_

f. All other acres (swamp, woods, etc.) \_\_\_\_\_

g. Indicate any structures on the property: (If more than one building, indicate the number of buildings):

No. of Buildings 5 Residence: \_\_\_\_\_ Barn: \_\_\_\_\_ Tool Shed: \_\_\_\_\_

Silo: \_\_\_\_\_ Grain Storage Facility: \_\_\_\_\_ Grain Drying Facility: \_\_\_\_\_

Poultry House: \_\_\_\_\_ Milking Parlor: \_\_\_\_\_ Milk House: \_\_\_\_\_

Other: (Indicate) \_\_\_\_\_

17. To qualify as agricultural land of 5 acres or more but less than 40 acres, the land must produce a minimum average gross annual income of \$200.00 per acre from the sale of agricultural products.

Please provide the average gross annual income per acre of cleared and tillable land during 2 of the last 3 years immediately preceding this application from the sale of agricultural products (not from rental income):

$\$ 8,930.00$  :  $35.72$  =  $\$ 250.00$  (per acre)  
 total income total acres of tillable land

18. To qualify as a specialty farm, the land must be designated by MDARD, be 15 acres or more in size, and produce a gross annual income from an agricultural use of \$2,000.00 or more. If a specialty farm, indicate average gross annual income during 2 of the last 3 years immediately preceding application from the sale of agricultural products: \$ \_\_\_\_\_

Please note: specialty farm designation may require an on-the-farm site visit by an MDARD staff person.

19. What is the number of years you wish the agreement to run? (Minimum 10 years, maximum 90 years); 40

V. Signature(s):

20. The undersigned declare that this application, including any accompanying informational material, has been examined by them and to the best of their knowledge and belief is true and correct.

Jack Zwan  
(Signature of Applicant)

\_\_\_\_\_  
(Corporate Name, If Applicable)

\_\_\_\_\_  
(Co-owner, If Applicable)

\_\_\_\_\_  
(Signature of Corporate Officer)

TRUSTEE

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

**ALL APPLICATIONS MUST BE APPROVED BY LOCAL GOVERNING BODY  
ON OR BEFORE NOVEMBER 1 IN ORDER TO BE EFFECTIVE FOR THE CURRENT TAX YEAR.**

**RESERVED FOR LOCAL GOVERNMENT USE: CLERK PLEASE COMPLETE SECTIONS I & II**

I. Date Application Received: 3-4-2024 (Note: Local Governing Body has 45 days to take action)

Action by Local Governing Body: Jurisdiction: Mason  
☒ County ☐ Township ☐ City ☐ Village

This application is ☐ approved, ☐ rejected

Date of approval or rejection: \_\_\_\_\_

(If rejected, please attach statement from Local Governing Body indicating reason(s) for rejection.)

Clerk's Signature: \_\_\_\_\_

Property Appraisal: \$ \_\_\_\_\_ is the current fair market value of the real property in this application.

II. Please verify the following:

\_\_\_\_ Upon filing an application, clerk issues receipt to the landowner indicating date received.

\_\_\_\_ Clerk notifies reviewing agencies by forwarding a copy of the application and attachments

\_\_\_\_ If rejected, applicant is notified in writing within 10 days stating reason for rejection and the original application, attachments, etc. are returned to the applicant. Applicant then has 30 days to appeal to State Agency.

\_\_\_\_ If approved, applicant is notified and the original application, all supportive materials/attachments, and letters of review/comment from reviewing agencies (if provided) are sent to:

**MDARD-Farmland and Open Space Program, PO Box 30449, Lansing 48909**

**\*Please do not send multiple copies of applications and/or send additional attachments in separate mailings without first contacting the Farmland Preservation office.**

Please verify the following regarding Reviewing Agencies (Sending a copy to reviewing agencies is required):

**COPY SENT TO:**

3/4 County or Regional Planning Commission

3/4 Conservation District

3/4 Township (if county has zoning authority)

**Before forwarding to State Agency,  
FINAL APPLICATION SHOULD INCLUDE:**

3/4 Copy of Deed or Land Contract (most recent showing current ownership)

3/4 Copy of most recent Tax Bill (must include tax description of property)

3/4 Map of Farm

\_\_\_\_ Copy of most recent appraisal record

\_\_\_\_ Copy of letters from review agencies (if available)

\_\_\_\_ Any other applicable documents

**Questions? Please call Farmland Preservation at 517-284-5663**

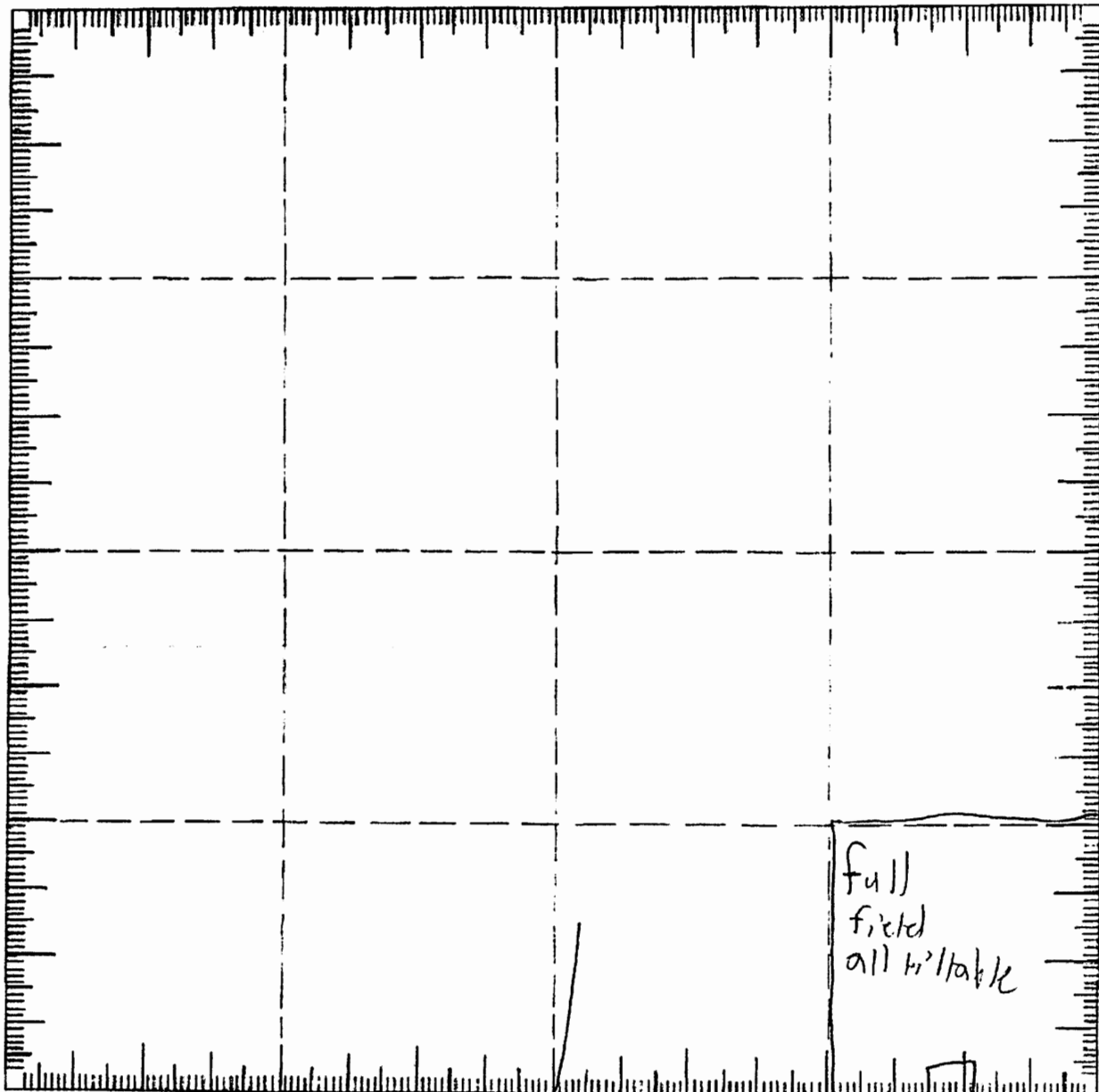
**Map of Farm with Structures and Natural Features:**

- A. Show boundary of land cited in application. (Grid below is designed to represent a 5280 ft<sup>2</sup> (1 mile<sup>2</sup>) Section)  
B. Show all buildings (house(s), barn(s), etc.); also label roads and other avenues of travel (i.e. utility access, etc.).  
C. Outline and designate the current uses of the property (crops, pasture, forest, swamp, etc.).  
D. Clear copies of map(s) provided by USDA Farm Service Agency are acceptable, but please label any roads visible on map, structures and their use, etc.

**Note:** Any residential structures housing persons not directly associated with the farm operation must be excluded from the application. Please indicate if a building falls in this category and provide the appropriate property description for its exclusion. Unless the appropriate description is included, your application cannot be processed.

County MASONTownship SHERMANT 19N R 16W Section 28

↑ North

Custer  
Roadfull  
field  
all suitable

Sugar grove

House  
out

Telephone: 231 843-8411  
E-Mail: akmetz@masoncounty.net  
Website: www.masoncounty.net

RIFFLE BRUCE & KIMBERELY

3086 E SUGAR GROVE RD  
CUSTER, MI 49405

### PROPERTY INFORMATION

Property Number: **53-013-028-016-00**  
School District: MASON COUNTY EASTERN  
Property Address:

#### TAX DESCRIPTION

955M-352A - PART SM-352 SE 1/4 OF SE 1/4 EXC W 466 FT OF E 1066 FT  
OF S 400 FT SEC 28 T19N R16W 35.72 A M/L

NOTE: Postmarks are not accepted as the payment date. A payment not received in the month it was mailed will be processed as a partial payment. Make check payable to Mason County Treasurer.

TAX  
YEAR

PAID BY

PAID BY

PAID BY

08/31/22

09/30/22

10/31/22

2021

\$ 344.84

\$ 347.97

\$ 366.11

TOTAL

\$ 344.84

\$ 347.97

\$ 366.11

### NOTICE TO TAXPAYER

According to the records of this office, the property taxes on this property were returned as delinquent by your local treasurer at settlement in March 2022. The taxes are now payable to the Mason County Treasurer together with a 4% delinquent tax administration fee and 1% interest per month from March 1, 2022. The taxes shown may also include amounts due for prior year tax roll adjustments ordered by Township, City or State assessing authorities. If these taxes or portion thereof is under appeal with the State, or if bankruptcy affects this property, please provide documentation to the County Treasurer's Office. A fee of \$15.00 will be added on October 1, 2022. On March 1, 2023 this property will be forfeited to the Mason County Treasurer. Upon forfeiture, a \$175.00 fee, recording fees and/or other fees will be added and the interest rate increased from 1% to 1 1/2% per month retroactive to the original date of delinquency. Additional fees may be added without prior notice. Unless redeemed from forfeiture by March 31, 2023, this property will be foreclosed for the non-payment of property taxes by order of the 51st Circuit Court. Upon foreclosure, clear title will pass to the Mason County Treasurer and you will lose any ownership interest that you may have in this property. If escrowed tax payments are a part of your mortgage, please verify the payment of these taxes with your lender. If you do not have any ownership interest in the property, please contact the County Treasurer's Office. Major credit cards and electronic checks are accepted through [www.bsaonline.com](http://www.bsaonline.com) for an additional service fee. Contact the County Treasurer's Office or visit our web site for further details. Please return bottom portion of Notice. The Treasurer is not responsible for and is prohibited from making adjustments for payments made on the wrong property. IF IN BANKRUPTCY, INFORMATIONAL ONLY.

07/26/22

Please detach along perforation. Keep the top portion for your records.

Pay this tax to:

MASON COUNTY TREASURER  
304 E. LUDINGTON AVE.  
LUDINGTON, MI 49431

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Delinquent Tax for Property Number:

**53-013-028-016-00**

TAXPAYER NOTE: Are your name & mailing address correct? If not, please make corrections below. Thank You.

Property Address:

53-013-028-016-00

RIFFLE BRUCE & KIMBERELY

3086 E SUGAR GROVE RD  
CUSTER, MI 49405

07/26/22

Due if paid by..	08/31/22	\$	344.84
Due if paid by	09/30/22	\$	347.97
Due if paid by	10/31/22	\$	366.11

Make check payable to:

MASON COUNTY TREASURER

Amount Remitted: \_\_\_\_\_

Postmarks NOT Accepted  
As Payment Date

**MEMORANDUM OF LAND CONTRACT**

**Robert Knynenburg**, of 3828 S. Tuttle Road, Custer, MI 49405 (hereinafter "Seller") and **Jacob A. Zwagerman**, Trustee of the **Jacob A. Zwagerman Trust**, of 2159 N. Morse Road, Fountain, MI 49410, (hereinafter "Purchaser"), enter into this Memorandum of Land Contract on 29-Mar, 2023, in which Seller is selling the following premises in Sherman Township, Mason County, Michigan, to Purchaser for \$95,914.00:

**Being the Southeast ¼ of the Southeast ¼ of Section 28, Town 19 North – Range 16 West, Except the West 466.00 feet of the East 1066.00 feet of the South 400.00 feet, thereof. Containing 36.89 Acres m/l and subject to the Right of Way to Custer Road and Sugar Grove Road and also any easements and/or restrictions of record, according to the Government Survey, thereof.**

**PP#: 53-013-028-016-00**

The term of the Land Contract, unless terminated earlier in accordance with its terms, ends on February 1, 2033.

**SELLER:**

Dated: 3/29/2023

By: Robert Knynenburg

STATE OF MICHIGAN     )  
  ) ss.  
COUNTY OF MASON     )

Acknowledged before me in MASON County, State of Michigan on March 29, 2023 by Robert Knynenburg, Seller.

NANCY SANFORD, Notary Public  
State of Michigan  
County of Mason  
My Commission Expires 04/08/2025  
Acting in the County of MASON

By: Nancy Sanford  
Notary Public, State of MI, County of MASON  
My commission expires: 04/08/2025  
Acting in the County of MASON



Dated: 03/29/2023

**PURCHASER:**

Jacob A. Zwagerman  
By: Jacob A. Zwagerman, Trustee of  
the Jacob A. Zwagerman Trust

STATE OF MICHIGAN     )  
  ) ss.  
COUNTY OF MASON     )

Acknowledged before me in MASON County, State of Michigan on  
March 29, 2023 by Jacob A. Zwagerman, Trustee of the Jacob A. Zwagerman Trust,  
Purchaser.

NANCY SANFORD, Notary Public  
State of Michigan  
County of Mason  
My Commission Expires 04/08/2026  
Acting in the County of MASON

Nancy Sanford  
By: NANCY SANFORD  
Notary Public, State of MI, County of MASON  
My commission expires: 04/08/2026  
Acting in the County of MASON

Drafted by and when recorded return to:  
**TRENT C. HILDING, PLC**  
By: Trent C. Hilding, Esq.  
Attorney at Law  
4070 N. Crystal Road, Vestaburg, MI 48891  
Phone: (989) 427-3436 Fax: (989) 427-3438  
Email: [Trent@HildingAgLaw.com](mailto:Trent@HildingAgLaw.com)

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION FROM MASON COUNTY EXPRESSING SUPPORT FOR  
THE CITIZENS FOR LOCAL CHOICE BALLOT INITIATIVE WHICH  
SEEKS TO AMEND THE CLEAN AND RENEWABLE ENERGY AND  
ENERGY WASTE REDUCTION ACT TO REPEAL PART 8 AS ADDED BY  
PUBLIC ACT 233 OF 2023, IN AN EFFORT TO RESTORE LOCAL  
CONTROL FOR WIND AND SOLAR OPERATIONS**

**WHEREAS**, the ability of local jurisdictions to determine for themselves which projects should and should not be in their local communities; what plans are best and reasonable for each neighborhood rather than these decisions be forced onto Counties without their best interest at hand; and

**WHEREAS**, the legislature of the State of Michigan has passed, and the Governor has signed House Bill 5120, now Public Act 233 of 2023, that strips away local community control on these issues and places the control within the Michigan Public Service Commission (MPSC), and

**WHEREAS**, Mason County will protect our communities land from the MPSC and special interests trying to strip away local control within legal limits; and

**WHEREAS**, the board of Mason County County feel strongly that our local government is best able to assess the needs of our community;

**WHEREAS**, the board of Mason County County resolves the following:

Section 1. Mason County County is opposed to the legislature of the State of Michigan's passage of legislation that takes away local control and places it within the authority of the MPSC.

Section 2. Mason County County is opposed to corporation- prioritized action such as building utility-scale wind and solar projects in our community.

Section 3. Mason County supports the statewide ballot initiative, Citizens for Local Choice, a grassroots coalition of local officials and community organizers across Michigan working to amend the Clean and Renewable Energy and Energy Waste Reduction Act to, among other things, repeal Part 8 as added by Public Act 233 of 2023 which will restore local control of land use to ensure reasonable regulation in our widely diverse communities. Moved for your approval.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# INITIATION OF LEGISLATION

Initiation of legislation to: amend the clean and renewable energy and energy waste reduction act by repealing statewide requirements for the construction and development of certain wind and solar energy facilities and energy storage facilities, including: assessment of environmental, natural resources, and farmland impact; wages and benefits requirements for workers; setback distance; size and height of structures; and amount of light and sound emitted. If enacted, this proposal would allow local units of government to determine their own standards for such facilities.

The full text of the proposed initiated law follows (deleted language struck out with a line):

An initiation of legislation to amend 2008 PA 295, entitled "clean and renewable energy and energy waste reduction act," by amending the title and section 13 (MCL 460.1013), as amended by 2023 PA 235; and to repeal parts of acts.

The People of the State of Michigan enact:

## TITLE

An act to require certain providers of electric service to establish and recover costs for renewable energy and clean energy programs; to require certain providers of electric or natural gas service to establish, and recover costs for, energy waste reduction programs; to ensure that any energy cost savings from renewable energy, clean energy, and energy waste reduction programs are ultimately returned to customers; to authorize the use of certain energy systems to meet the requirements of those programs; to provide for the approval of energy waste reduction service companies; to reduce energy waste by state agencies and the public; to create a wind energy resource zone board and provide for its power and duties; to authorize the creation and implementation of wind energy resource zones; to provide for expedited transmission line siting certificates; to provide for customer generation and net metering programs and the responsibilities of certain providers of electric service and customers with respect to customer generation and net metering; to provide for fees; to prescribe the powers and duties of certain state agencies and officials; to require the promulgation of rules and the issuance of orders; to authorize the establishment of residential energy improvement programs by providers of electric or natural gas service; ~~to authorize certification by this state before the construction of certain wind and solar energy facilities and energy storage facilities; to regulate certain local ordinances;~~ and to provide for civil sanctions, remedies, and penalties.

Sec. 13. As used in this act:

(a) "Site" means, ~~except as used in part 8,~~ a contiguous site, regardless of the number of meters at that site. A site that would be contiguous but for the presence of a street, road, or highway is considered to be contiguous for the purposes of this subdivision.

(b) "Transmission line" means all structures, equipment, and real property necessary to transfer electricity at system bulk supply voltage of 100 kilovolts or more.

(c) "Utility system resource cost test" means a standard that is met for an investment in energy waste reduction if, on a life cycle basis, using a real societal discount rate based on actual long-term United States treasury bond yields, the total avoided supply-side costs to the provider, including representative values for electricity or natural gas supply, transmission, distribution, and other associated costs, are greater than the total costs to the provider of administering and delivering the energy waste reduction program, including net costs for any provider incentives paid by customers and capitalized costs recovered under section 89.

(d) "Wind energy conversion system" means a system that uses 1 or more wind turbines to generate electricity and has a nameplate capacity of 100 kilowatts or more.

(e) "Wind energy resource zone" or "wind zone" means an area designated by the commission under section 147.

Enacting section 1. Part 8 of the clean and renewable energy and energy waste reduction act, 2008 PA 295, MCL 460.1221 to 460.1232, is repealed.

The circulator of this petition is a (mark one): ☐ paid signature gatherer ☒ volunteer signature gatherer

If the petition circulator does not comply with all of the requirements of the Michigan election law for petition circulators, any signature obtained by that petition circulator on that petition is invalid and will not be counted.

### INITIATION OF LEGISLATION

Initiation of legislation to: amend the clean and renewable energy and energy waste reduction act by repealing statewide requirements for the construction and development of certain wind and solar energy facilities and energy storage facilities, including: assessment of environmental, natural resources, and farmland impact; wages and benefits requirements for workers; setback distance; size and height of structures; and amount of light and sound emitted. If enacted, this proposal would allow local units of government to determine their own standards for such facilities.

An initiation of legislation to amend 2008 PA 295, entitled "clean and renewable energy and energy waste reduction act," by amending the title and section 13 (MCL 460.1013), as amended by 2023 PA 235; and to repeal parts of acts. For the full text of the proposed initiated law, see the reverse side of this petition.

We, the undersigned qualified and registered electors, residents in the county of \_\_\_\_\_, State of Michigan, respectively petition for initiation of legislation.

**WARNING – A person who knowingly signs this petition more than once, signs a name other than his or her own, signs when not a qualified and registered elector, or sets opposite his or her signature on a petition, a date other than the actual date the signature was affixed, is violating the provisions of the Michigan election law.**

	SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	CITY OR TOWNSHIP	ZIP CODE	DATE OF SIGNING		
						MONTH	DAY	YEAR
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

#### CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older and a United States citizen; that each signature on the petition was signed in his or her presence; that he or she has neither caused nor permitted a person to sign the petition more than once and has no knowledge of a person signing the petition more than once; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a registered elector of the city or township indicated preceding the signature, and the elector was qualified to sign the petition.

☐ If the circulator is not a resident of Michigan, the circulator shall make a cross or check mark in the box provided, otherwise each signature on this petition sheet is invalid and the signatures will not be counted by a filing official. By making a cross or check mark in the box provided, the undersigned circulator asserts that he or she is not a resident of Michigan and agrees to accept the jurisdiction of this state for the purpose of any legal proceeding or hearing that concerns a petition sheet executed by the circulator and agrees that legal process served on the secretary of state or a designated agent of the secretary of state has the same effect as if personally served on the circulator.

**WARNING—A circulator knowingly making a false statement in the above certificate, a person not a circulator who signs as a circulator, or a person who signs a name other than his or her own as circulator is guilty of a misdemeanor.**

#### CIRCULATOR—Do not sign or date certificate until after circulating petition.

(Signature of Circulator)

(Date)

(Printed Name of Circulator)

(Complete Residence Address (Street Number or Rural Route)) Do not enter a post office box

(City or Township, State, Zip Code)

(County of Registration, if Registered to Vote, of a Circulator who is not a Resident of Michigan)



## Material Management Plan Proposal

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### **Project Description and Background**

Based on amendments to [Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451](#), as amended, each county is required to prepare a Materials Management Plan (MMP). Once approved, the MMP will replace the existing county solid waste plans. The Michigan Department of Environment, Great Lakes, and Energy (EGLE) is implementing the law as well as providing guidance and resources to counties as they embark on the development of MMPs.

MMPs are to focus on comprehensive materials management, including recycling, composting, other diversion activities, and disposal. These plans will establish goals with measurable objectives to divert recyclable and organics from disposal, while also increasing recycling access and education. Counties will have 36 months (three years) to complete the planning process. Per section 11587 of the amendment, a grant program has been established for the duration of the planning process to assist counties with the formation of the plan. Details of this grant program will be noted later in this proposal. Additional funding for implementation and maintenance are available by request and approval through EGLE.

EGLE will be initiating the planning process through a formal initiation letter to counties in the fall of 2023. Once the letter is received, a series of activities are required to be completed by each county including naming a Designated Planning Agency (DPA).

The West Michigan Shoreline Regional Development Commission (WMSRDC) is requesting the counties of Lake, Mason, Muskegon, Newaygo, and Oceana in its regional jurisdiction to name WMSRDC as their DPA.

WMSRDC has served its region for more than 50 years. The Commission has an intimate knowledge and dedication to the region making it uniquely qualified to serve in this capacity. WMSRDC staff has a combined 100 years of diverse and extensive planning experience. Commission staff manages programs in Transportation, Environmental Planning, Economic

Development, and Local Government Services/Special Projects. Planning contributions to the region through these programs include the following:

- More than ten (10) solid waste management plans for the region between 1970-2000
- Recycling and composting plans
- 55 master plans
- More than 30 recreation plans
- Approximately 40 economic studies
- Maintaining a regional economic development plan (CEDS) since the 1970's resulting in an estimated 60 federal EDA grants awarded in the region
- Approximately 70 environmental studies
- Three (3) iterations of county hazard mitigation plans
- Administering the process of distributing nearly \$30 million of federal transportation dollars for the Metropolitan Planning Organization (MPO) annually,
- Administering the process of distributing approximately \$1 million of state transportation dollars for the Rural Task Force
- Preparation of numerous transportation and corridor studies throughout the region

Preparation of the MMPs is a new and unique planning process being undertaken in the state. The shift away from Solid Waste Planning to a comprehensive Materials Management Planning process is a practice that has not been done in Michigan. Therefore, planning organizations, consultants, and planners have limited expertise in the specifics of the newly required MMPs. However, given that WMSRDC staff has both diverse planning experience and specific regional knowledge, the Commission is an advantageous choice to successfully manage this project. In addition, EGLE has, and will, provide the resources necessary to complete the MMP plans including planning guidelines, timelines, online tools, data resources, and planning templates. EGLE has also encouraged counties to work with regions through the MMP development process.

WMSRDC is also proposing the five counties within the region work together to prepare a multicounty plan. There are several benefits to a multicounty plan including additional funding per county, economies of scale that can improve efficiencies, reduce costs, as well as shared implementation costs.

## **Project Budget**

As mentioned, EGLE has made available a MMP grant program for the duration of the three-year planning process. Each eligible county will receive a \$60,000 grant annually for preparing, implementing, and maintaining an MMP. In addition, each county will receive \$0.50 per capita (up to \$300,000) annually for the first three years. Counties participating in a multicounty plan will receive an additional \$10,000 per year. Additional funding after year three is at the discretion of EGLE.

County	Annual Per Capita Allocation	Annual Total (Single County Plan)	Annual Total (Multicounty Plan)
Lake	\$6,048	\$66,048	\$76,048
Mason	\$14,526	\$74,526	\$84,526
Muskegon	\$87,912	\$147,912	\$157,912
Newaygo	\$24,989	\$84,989	\$94,989
Oceana	\$13,330	\$73,330	\$83,330
Region Total	\$146,805	\$446,805	\$496,805

All eligible activities are noted in Section 11587 of the amendment. Grant funds are made available to counties 60 days following the designation of the County Approval Agency (CAA).

EGLE is in the process of developing the MMP Plan Format and Plan Format Guidance. Until these documents are released, it is not feasible to provide an accurate detailed quote for development of a multicounty or single county MMP. However, WMSRDC is proposing the cost of a multicounty MMP to NOT TO EXCEED the total three-year regional per-capita allocation of \$440,415. This would allow each county to utilize the annual \$70,000 EGLE grant for any expenses incurred during the plan development process. If a county chooses to prepare a single-county plan, a quote will be individually determined once EGLE releases the plan format and plan format guidance. However, the collective cost will most certainly be higher than the county three-year per-capita allocation.

### **Project Timeframe**

Within 180 days of the effective date of the MMP development process, counties will file a Notice of Intent (NOI), agree to act as the County Approval Agency (CAA), and designate a DPA. Upon filing the NOI, counties will then have 36 months to complete the planning process of developing an MMP. There are several activities required to be accomplished during this process. As noted earlier, EGLE is developing several tools to assist in the process. Therefore, all dates are subject to when EGLE issues the initiation letter to counties and the date a county submits an NOI. Below is an EGLE Gantt chart depicting the timeframe for the first steps of the MMP planning phase. If identified as the county's DPA, WMSRDC will assist in fulfilling the requirements of this chart as well as develop a more detailed timeline that meets the requirements of an EGLE approved MMP.



**Materials Management Planning First Steps Timeframe Chart**

Task	MONTHS [INSERT STARTING MONTH]																
EGLE Director initiates Materials Management Plans																	
<b>Within 180 days</b>																	
Determine who will be responsible as the CAA																	
CAA corresponds with adjacent counties																	
Develop Interlocal or other agreements (if applicable)																	
CAA files Notice of Intent (NOI)																	
<b>36 month clock to complete plan begins</b>																	
<b>Within 30 days of filing NOI</b>																	
Send copy of NOI to all County Municipalities																	
Publish NOI in newspaper, media, etc.																	
Request Municipalities to add NOI to websites																	
<b>Within 180 days of filing NOI</b>																	
CAA identifies DPA ( <b>Within 120 days of filing NOI</b> )																	
CAA appoints MMPC																	
DPA develops Work Program w/MMPC																	
MMPC approves Work Program																	
EGLE approves Work Program																	
<b>Eligible for MMP grant</b>																	
<b>CAA</b> - County Approval Agency																	
<b>DPA</b> - Designated Planning Agency																	
<b>MMPC</b> - Materials Management Planning Committee																	
EGLE - Department of Environment, Great Lakes & Energy																	
Complete preliminary work on these items before NOI is filed																	

MMP DUE:d

**INSTRUCTIONS:** All green shaded area are fillable, and may be utilized for notes or information as appropriate.  
 Enter the starting month in column "C1" and then add the next month to each column thereafter as appropriate.  
 Column "Q" would be 36 months from cell "I7" (Green shading with dots)

**If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.**

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-

## **Roles and Responsibilities**

PA 115 and EGLE have outlined specific roles and responsibilities for the MMP process:

### County Board of Commissioners/County Approval Agency

- Files the NOI to prepare the MMP and act as the CAA
- Appoints the DPA to develop the MMP
- Appoints the MMP Committee
- Receives the MMP grant money from EGLE and distributes to the CAA and DPA
- Responsible for MMP implementation, upon plan completion and approval

### Designated Planning Agency

- Serves as the primary government resource for the MMP and MMP planning process
- Prepares the MMP work program
- Prepares the MMP
- Follows public involvement guidelines
- Manages approval process
- Ensures the MMP and approval process comply with Part 115

### Material Management Planning Committee (MMPC)

- Directs the DPA in MMP preparation
- Reviews and approved the DPA work program
- Advises County/Counties
- Identifies local policies and priorities
- Approves the MMP prior to public comment
- Provides final approval of MMP before it is presented to CAA for approval

## **Staff Qualifications and Experience**

Erin Kuhn, WMSRDC Executive Director, has been with the agency for more than 24 years working in the economic development and local government services programs prior to becoming the executive director in 2014. Erin will serve as the project lead providing overall project management including coordination with the CAAs and MMPC, plan development, and public engagement. Erin will also provide oversight to ensure compliance with PA 115, ensure proper communications with partnering counties, as well as review and approval of contracts, amendments, invoice payment requests, and reporting requirements.

Amanda Snyder, WMSRDC Finance Manager, has a master's degree in Professional Accounting with ten (10) years of experience in financial grants management and state and federal grant reporting. Amanda joined the Commission in 2019 after working nearly a decade as an industry accountant specializing in non-profit accounting. Amanda will provide financial reporting,

contract and work plan budget support, invoice payments, and overall financial management and oversight.

Syndi Copeland, WMSRDC Office Manager, has overseen the day-to-day operations of the Commission office for 15 years. Syndi will provide contract management, and invoice tracking.

Stephen Carlson, WMSRDC Local Government Services Program Manager, has been with the agency for nearly 20 years. Stephen has written numerous planning documents within the region including master plans, recreation plans, Newaygo County Recycling the regions Comprehensive Economic Development Strategy, resiliency plans, community wildfire protection plans, and several county hazard mitigation plans. Stephen will provide support for plan development, research and data collection, public participation activities, and PA 115 compliance.

Jamie Way, WMSRDC GIS Specialist, has created and managed the mapping software as well as mapping of all data and content used to manage WMSRDC programs since 2016. Jamie has six (6) years' experience with planning and implementation of U.S. Forest Service NPS reforestation grant projects in West Michigan urban and rural watersheds. Jamie will provide project-related GIS mapping for public outreach, facility/asset inventory mapping, and general plan development.

Planning Aide, WMSRDC will hire a part-time planning aid to assist with data gathering, plan research and data collection.

## **WMSRDC Responsibilities**

If identified as the County DPA, WMSRDC will be responsible for the below tasks and activities required to prepare the MMP as outlined in the Roles and Responsibilities section of this proposal.

- Serve as the primary government resource for the MMP and MMP planning process
  - Provide draft interlocal agreement for counties to utilize
    - WMSRDC strongly recommends the interlocal agreement be vetted and approved by the county's attorney prior to approval by the county board
  - Develop draft resolution for County board approval of the interlocal agreement for the NOI
  - Assist the county in outreach to adjacent counties
    - Provide draft letter/notice for distribution to adjacent counties and distribute is requested by the county
    - Document outreach efforts to adjacent counties
- Prepare the MMP work program
- Assist the County in establishing and appointing the MMPC

- Prepare the MMP
  - Gathering data required for the plan and consult with all affiliated entities
- Follow public involvement guidelines
  - Including notifications to municipalities and affiliated entities as required throughout the planning process
  - Publishes required public notices
- Manage approval process
  - Including notifications to municipalities and affiliated entities within the county
  - Manages the public comment process
  - Documents the approval process including the Planning Committee, CAA, and municipalities
- Ensure the MMP and approval process comply with Part 115
- Recognize the ongoing responsibilities to the MMPC as well as maintain and amend the MMP as needed